Jeff McGlocklin

Shortcut Keys

UCRX

| **Press this key** | **To do this** |
| --- | --- |
| F1 | Display Help |
| CTRL+C | Copy the selected item |
| CTRL+X | Cut the selected item |
| CTRL+V | Paste the selected item |
| CTRL+Z | Undo an action |
| CTRL+Y | Redo an action |
| DELETE | Delete the selected item and move it to the Recycle Bin |
| SHIFT+DELETE | Delete the selected item without moving it to the Recycle Bin first |
| F2 | Rename the selected item |
| CTRL+RIGHT ARROW | Move the cursor to the beginning of the next word |
| CTRL+LEFT ARROW | Move the cursor to the beginning of the previous word |
| CTRL+DOWN ARROW | Move the cursor to the beginning of the next paragraph |
| CTRL+UP ARROW | Move the cursor to the beginning of the previous paragraph |
| CTRL+SHIFT with an arrow key | Select a block of text |
| SHIFT with any arrow key | Select more than one item in a window or on the desktop, or select text within a document |
| CTRL with any arrow key+SPACEBAR | Select multiple individual items in a window or on the desktop |
| CTRL+A | Select all items in a document or window |
| F3 | Search for a file or folder |
| ALT+ENTER | Display properties for the selected item |
| ALT+F4 | Close the active item, or exit the active program |
| ALT+SPACEBAR | Open the shortcut menu for the active window |
| CTRL+F4 | Close the active document (in programs that allow you to have multiple documents open simultaneously) |
| ALT+TAB | Switch between open items |
| CTRL+ALT+TAB | Use the arrow keys to switch between open items |
| CTRL+Mouse scroll wheel | Change the size of icons on the desktop |
| Windows logo key Picture of Windows logo key+TAB | Cycle through programs on the taskbar by using Windows Flip 3-D |
| CTRL+Windows logo key Picture of Windows logo key+TAB | Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D |
| ALT+ESC | Cycle through items in the order in which they were opened |
| F6 | Cycle through screen elements in a window or on the desktop |
| F4 | Display the Address bar list in Windows Explorer |
| SHIFT+F10 | Display the shortcut menu for the selected item |
| CTRL+ESC | Open the Start menu |
| ALT+underlined letter | Display the corresponding menu |
| ALT+underlined letter | Perform the menu command (or other underlined command) |
| F10 | Activate the menu bar in the active program |
| RIGHT ARROW | Open the next menu to the right, or open a submenu |
| LEFT ARROW | Open the next menu to the left, or close a submenu |
| F5 | Refresh the active window |
| ALT+UP ARROW | View the folder one level up in Windows Explorer |
| ESC | Cancel the current task |
| CTRL+SHIFT+ESC | Open Task Manager |
| SHIFT when you insert a CD | Prevent the CD from automatically playing |

**[http://res2.windows.microsoft.com/Resources/3.2/shared/images/merged/expcol_imgs.png](http://windows.microsoft.com/en-US/windows-vista/Keyboard-shortcuts)**[**Dialog box keyboard shortcuts**](http://windows.microsoft.com/en-US/windows-vista/Keyboard-shortcuts)

The following table contains keyboard shortcuts for use in dialog boxes.

| **Press this key** | **To do this** |
| --- | --- |
| CTRL+TAB | Move forward through tabs |
| CTRL+SHIFT+TAB | Move back through tabs |
| TAB | Move forward through options |
| SHIFT+TAB | Move back through options |
| ALT+underlined letter | Perform the command (or select the option) that goes with that letter |
| ENTER | Replaces clicking the mouse for many selected commands |
| SPACEBAR | Select or clear the check box if the active option is a check box |
| Arrow keys | Select a button if the active option is a group of option buttons |
| F1 | Display Help |
| F4 | Display the items in the active list |
| BACKSPACE | Open a folder one level up if a folder is selected in the Save As or Open dialog box |

**[http://res2.windows.microsoft.com/Resources/3.2/shared/images/merged/expcol_imgs.png](http://windows.microsoft.com/en-US/windows-vista/Keyboard-shortcuts)**[**Microsoft keyboard shortcuts**](http://windows.microsoft.com/en-US/windows-vista/Keyboard-shortcuts)

The following table contains keyboard shortcuts for use with Microsoft keyboards.

| **Press this key** | **To do this** |
| --- | --- |
| Windows logo key Picture of Windows logo key | Open or close the Start menu |
| Windows logo key Picture of Windows logo key+PAUSE | Display the System Properties dialog box |
| Windows logo key Picture of Windows logo key+D | Display the desktop |
| Windows logo key Picture of Windows logo key+M | Minimize all windows |
| Windows logo key Picture of Windows logo key+SHIFT+M | Restore minimized windows to the desktop |
| Windows logo key Picture of Windows logo key+E | Open Computer |
| Windows logo key Picture of Windows logo key+F | Search for a file or folder |
| CTRL+Windows logo key Picture of Windows logo key+F | Search for computers (if you are on a network) |
| Windows logo key Picture of Windows logo key+L | Lock your computer or switch users |
| Windows logo key Picture of Windows logo key+R | Open the Run dialog box |
| Windows logo key Picture of Windows logo key+T | Cycle through programs on the taskbar |
| Windows logo key Picture of Windows logo key+TAB | Cycle through programs on the taskbar by using Windows Flip 3-D |
| CTRL+Windows logo key Picture of Windows logo key+TAB | Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D |
| Windows logo key Picture of Windows logo key+SPACEBAR | Bring all gadgets to the front and select Windows Sidebar |
| Windows logo key Picture of Windows logo key+G | Cycle through Sidebar gadgets |
| Windows logo key Picture of Windows logo key+U | Open Ease of Access Center |
| Windows logo key Picture of Windows logo key+X | Open Windows Mobility Center |
| Windows logo key Picture of Windows logo keywith any number key | Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, Windows logo key Picture of Windows logo key+1 to launch the first shortcut in the Quick Launch menu. |

|  |  |  |  |
| --- | --- | --- | --- |
| Open a new word document quickly. | |  | | --- | | Ctrl+X | | Cut- Removes the selection from the active document and places it on the clipboard. |
| |  | | --- | | Ctrl+O | | Opens a previously saved document. | |  | | --- | | Ctrl+C | | Copies the selection to the clipboard |
| |  | | --- | | Ctrl+W | | Closes the active window, but does not Exit Word. | |  | | --- | | Ctrl+V | | Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected. |
| |  | | --- | | Ctrl+S | | Saves the active document with its current file name, location and format. | |  | | --- | | Ctrl+A | | Selects all text and graphics in the active window. |
| |  | | --- | | Ctrl+P | | Prints the active file, also gives the opportunity to change print options | |  | | --- | | Ctrl+F | | Find - Searches for specified text in the active document |
| |  | | --- | | Alt+F4 | | Exit - Closes Microsoft Word. | |  | | --- | | Ctrl+B | | Bold - Formats selected text; make text bold, or remove bold formatting |
| |  | | --- | | Ctrl+Z | | Undo the last action. This selection can be repeated several times. | |  | | --- | | Ctrl+I | | Italic - Formats selected text; make text italic or remove italic |
| |  | | --- | | Ctrl+Y | | Redo - After an action has been undone, it can be reinstated in the document. | |  | | --- | | Ctrl+U | | Underline - Formats selected text; make text underlined or remove underline |

**Less commonly used keyboard combinations**

|  |  |  |  |
| --- | --- | --- | --- |
| http://www.internet4classrooms.com/font2ptupibm.gif | Increase selected text in increments like the drop down font menu (Thanks Daniel) | http://www.internet4classrooms.com/superibm.gif | Apply superscript formatting |
| http://www.internet4classrooms.com/fontdown2ibm.gif | Decrease selected text in increments like the drop down font menu | http://www.internet4classrooms.com/subscriptibm.gif | Apply subscript formatting |
| http://www.internet4classrooms.com/fontup1ibm.gif | Increase selected text one point | http://www.internet4classrooms.com/copyformatibm.gif | Copy formats |
| http://www.internet4classrooms.com/fontdwn1ibm.gif | Decrease selected text one point | http://www.internet4classrooms.com/pasteformatibm.gif | Paste formats |
| http://www.internet4classrooms.com/chngcaseibm.gif | Change case of the letters | http://www.internet4classrooms.com/singspacibm.gif | Single space lines |
| http://www.internet4classrooms.com/underwdsibm.gif | Underline words but not spaces | http://www.internet4classrooms.com/onehalfibm.gif | Set 1.5 line spacing |
| http://www.internet4classrooms.com/undlin2ibm.gif | Double underline text | http://www.internet4classrooms.com/dubspacibm.gif | Double space lines |
| http://www.internet4classrooms.com/pcenteribm.gif | Center a paragraph | http://www.internet4classrooms.com/deletewdLibm.gif | Delete one word to the left |
| http://www.internet4classrooms.com/pjustibm.gif | Justify a paragraph | http://www.internet4classrooms.com/del1wdRibm.gif | Delete one word to the right |
| http://www.internet4classrooms.com/pleftibm.gif | Left align a paragraph | http://www.internet4classrooms.com/prightibm.gif | Right align a paragraph |
| http://www.internet4classrooms.com/pindentlibm.gif | Indent a paragraph from the left | http://www.internet4classrooms.com/linbrkibm.gif | Insert a line break |
| http://www.internet4classrooms.com/hangindentibm.gif | Create a hanging indent | http://www.internet4classrooms.com/redhangibm.gif | Reduce a hanging indent |
| **If text is already selected and you want to extend the selection area** | | | |
| http://www.internet4classrooms.com/sel1cl_ibm.gif | Extend selection one character to the left | http://www.internet4classrooms.com/sel1cr_ibm.gif | Extend selection one character to the right |
| http://www.internet4classrooms.com/selwordend_ibm.gif | Extend selection to the end of a word | http://www.internet4classrooms.com/selbegword_ibm.gif | Extend selection to the beginning of a word |
| **If you want to move the cursor** | | | |
| http://www.internet4classrooms.com/1carribm.gif | One character to the right | http://www.internet4classrooms.com/1carlibm.gif | One character to the left |
| http://www.internet4classrooms.com/1wordrtibm.gif | One word to the right | http://www.internet4classrooms.com/1wordleftibm.gif | One word to the left |
| http://www.internet4classrooms.com/enddocibm.gif | To the end of a document | http://www.internet4classrooms.com/begindocibm.gif | To the beginning of a document |
| **This list is by no means complete. To find other keyboard combinations check the Word help index.** | | | |